



GOVERNOR'S OFFICE OF CRIME PREVENTION, YOUTH, AND VICTIM SERVICES

Use of Force Incidents

Reporting Guide

This *Use of Force Incidents: Reporting Guide* provides guidance on the submission of each use of force incident, as required by Chapter 391 of 2021 (House Bill 1248).¹

Introduction

Chapter 391 of 2021 (House Bill 1248) requires local law enforcement agencies to report specified information on each use of force incident to the Governor's Office of Crime Prevention, Youth, and Victim Services² (Office) by March 1, 2022, and each March 1 thereafter. Specifically, law enforcement agencies must report each use of force incident involving an employed police officer that resulted in a monetary settlement or judgment against the law enforcement agency, for the previous year, to the Office by March 1 of each year, as it relates to the following:

1. The age, gender, ethnicity, and race of each individual involved in the incident;
2. The age, gender, ethnicity, and race of the police officer involved in the incident;
3. A brief description of the circumstances surrounding the incident;
4. The date, time, and location of the incident;
5. The date on which the civil action was filed;
6. The data on which the civil action was resolved; and

¹ Maryland General Assembly. (2021). [Chapter 391 of 2021 \(House Bill 1248\). Public Safety - Police Officer - Data Collection and Reporting.](#)

² Maryland General Assembly. (2020). [Chapter 11. Acts of 2020.](#) In March 2020, the Governor's Office of Crime Control and Prevention was renamed the Governor's Office of Crime Prevention, Youth, and Victim Services.

7. The amount of the settlement or judgment awarded to the plaintiff.

The Act also requires the Office to adopt procedures for the collection and analysis of the required information. Furthermore, the Office must compile and submit the information in an annual report to the General Assembly by June 30 of each year, and publish the report on its website.

Reporting Guide

Each use of force incident involving a police officer employed by the law enforcement agency that resulted in a monetary settlement or judgment against the law enforcement agency can be entered into an electronic survey instrument which includes the data elements required by Chapter 391 of 2021 (House Bill 1248). Below are images of the electronic survey instrument that was distributed to all law enforcement agencies in the State of Maryland for the purpose of this report.

House Bill 1248 Use of Force Monetary Settlements 2021

House Bill 1248 (2021 session) requires law enforcement agencies to report to the Governor's Office of Crime Prevention, Youth, and Victim Services information from the previous calendar year on each use of force incident involving a police officer employed by the law enforcement agency that resulted in a monetary settlement or judgement against the law enforcement agency.

For this survey please include all incidents where the monetary settlement was resolved in 2021 regardless of the original incident date.

If your agency did not have any incidents in 2021 that are applicable under this law, complete questions 1 and 2 and you are finished.

You must complete this survey for each incident that is applicable under the law.

* 1. Agency Name

* 2. Did you have any use of force incidents that resulted in a monetary settlement in 2021?

☐ Yes

☐ No

Next

* 3. Incident Date and Time

Date / Time

Date

MM/DD/YYYY



Time

hh

:

mm

AM/PM

-



* 4. Location of the incident (include street name, city, and zipcode)

* 5. Description of the incident (brief narrative)

* 6. Age of individual(s) involved in the incident

Person 1

Person 2

Person 3

Person 4

Person 5

* 7. Gender of individual(s) involved in the incident)

	Male	Female	Transgender
Person 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Person 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Person 3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Person 4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Person 5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 8. Race of individual(s) involved in the incident (person 1)

	Asian	Black	Hispanic	White	Other
Person 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Person 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Person 3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Person 4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Person 5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

* 9. Age of officer(s) involved in the incident

Officer 1	<input type="text"/>
Officer 2	<input type="text"/>
Officer 3	<input type="text"/>
Officer 4	<input type="text"/>
Officer 5	<input type="text"/>
Officer 6	<input type="text"/>
Officer 7	<input type="text"/>
Officer 8	<input type="text"/>
Officer 9	<input type="text"/>
Officer 10	<input type="text"/>

* 10. Gender of officer(s) involved in the incident

	Male	Female	Transgender
Officer 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Officer 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Officer 3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Officer 4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Officer 5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Officer 6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Officer 7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Officer 8	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Officer 9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Officer 10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 11. Race of officer(s) involved in the incident

	Asian	Black	Hispanic	White	Other
Officer 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Officer 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Officer 3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Officer 4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Officer 5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Officer 6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Officer 7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Officer 8	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Officer 9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Officer 10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

* 12. What was the date the civil action was filed

Date

Date

MM/DD/YYYY



* 13. Date on which the civil action was resolved?

Date

Date

MM/DD/YYYY



* 14. The amount of settlement or judgement awarded to the plaintiff.

Prev

Done